

Met 26 June 1 with Margie -
ITB

ADMINISTRATIVE - INTERNAL USE ONLY

ITB*025*87

11 June 1987

MEMORANDUM FOR: Chief, Classification Review Division
THROUGH: Chief, Information Records Management Division *PS*
FROM: Chief, Information Technology Branch/IRMD/OIT
SUBJECT: RIMS Data Base Support

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1. In response to your memorandum dated 7 May 1987, [redacted] a systems analyst in ITB, had been tasked on 4 May to begin analyzing the RIMS data base as it is presently structured. [redacted] has had several conversations with [redacted] and other CRD analysts during the past three weeks. Through her findings, she has recommended the following improvements as attached.

2. Before these recommendations can be implemented, they must be refined to meet your needs. Once you have reviewed the attached RIMS report, a meeting between CRD and ITB would follow. Please inform me when an appropriate date can be scheduled.



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RIMS REPORT

RIMS (Released Information Management System) database is a standalone database in NOMAD language residing on VM. One problem to be eliminated is the repetitive printing of an item which was selected more than once on a complex query statement. Retrieval of data will be enhanced by three major items: 1) query menus, 2) standard report formats, and 3) a procedure to perform the necessary links to the data base. Data base maintenance will be enhanced by formatted menus, development of security and maintenance procedures, and appointment of a data base administrator.

The newest release of NOMAD and the NOMAD-SQL interface should be incorporated at this time. (SQL is the Agency standard language to address new databases.) The particular feature of NOMAD which precludes its replacement by SQL is the ability to handle a string search on a large text area. In all other instances, SQL interface should be used.

What does this mean?

Requirements to improve data retrieval:

1. Analyst query menus - see attachments
 - a. ignore upper and lower case of input and data base
 - b. accept many variables
 - c. no specific field required
 - d. accept range where applicable
 - e. perform boolean logic
 - f. ability to limit output
 1. if selection is too great send message and summary
 2. allow override
 3. allow additional selection criteria
 - g. print option
 1. standard report
 2. alternate reports
 3. screen only
 - h. simple query menu
 - i. report reformat menu
 - j. no duplicate excerpts to be displayed (printed), only item which referenced it

NO! just query for few more to next level down

2. Standard Report Formats - see attachments

a. header and footer per page

1. date, page number
2. reason for report: restatement of query
3. standard classification and override

b. page break at end of text portion (excerpt)
close to bottom of page

c. alternate format for printing

d. no duplicate excerpts to be printed, only item
which referenced it

Yes!

3. Use SQL interface ?

Requirements for improved data storage: *query storage?*

1. Formatted menu for input and maintenance

2. Technical considerations

- a. perspective for formatted screens
- b. DB LOG ?
- c. consider B-TREE access ?
- d. does the indexing need to be changed?
- e. author field should recognize last name discretely
- f. SQL interface

Requirements for ease of access to data base:

1. Procedure (exec or menu) for links

- a. analyst - read only access
- b. data entry personnel
- c. data base administrator

2. No password protection for read-only access?

*Yes - its a
classified system*

Requirements for Training and User Manuals

Will need

1. Language training for all users - SQL
2. Special training for data - entry personnel ??
3. Special training for data base administrator ??
4. Specialized user manuals for each class of user to be at no less than TRIS standard for clarity and ease of use.

Probably

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